



Louisiana Department of Revenue
Office of Charitable Gaming
PO BOX 98502, Baton Rouge, LA 70884-9502
(225) 925-1835 or (800) 562-9235 FAX (225) 925-7069

LOCATION/SESSION SCHEDULE CHECKLIST

The following checklist has been developed to assist you when preparing and submitting a **Location/Session Schedule Form**.

- ☐ 1. Please include your State License Number (**EX: G-0005670**), if applicable.
- ☐ 2. A correct fax number must be provided in order for the Office of Charitable Gaming to fax a license.
- ☐ 3. Organization Official must complete the amount of rent per session and provide a lease, if applicable. If organization is requesting to *add or delete* a session(s), *organization official and commercial lessor or non-commercial lessor must* authorize approval of session(s) and submit to the Office of Charitable Gaming.
- ☐ 4. List **all** dates and times of events (**Circle a.m. or p.m.**). Organization shall list starting time of session as time the organization will begin selling paper.
- ☐ 5. **Additional Location/Session Schedule**
 - A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
 - B. List all license dates, times and length of sessions for each additional location.
- ☐ 6. **Lease Agreement**
 - A. If organization is paying rent for any location, please submit a signed lease agreement.
 - B. Lease agreements must include all dates and times organization is to conduct gaming activities.
- ☐ 7. **When changing schedule of dates and times, give specific dates and times.**
 - A. Circle add or delete
 - B. Circle a.m. or p.m.
 - C. Circle the length of session: 2 hours, 4 hours or 6 hours
 - D. Approved official or member-in-charge of the organization must sign form.
 - E. Commercial or Non-commercial lessor must sign form or provide new lease with change on it.
 - F. When modifying session time **only**, please indicate change in the **Comments Section** of this form.
- ☐ 8. A **\$25 check**, made payable to "*Office of Charitable Gaming*", must accompany the **second and any additional revisions** to your license.
- ☐ 9. If explanation of any answer is needed, please do so in the **Comments Section**.